

CHAPTER 1

Introduction

Table of Contents

<u>Paragraph</u>	<u>Title</u>	<u>Page</u>
1.	Purpose and Scope.....	1-1
2.	References.....	1-1
3.	General Authority.....	1-1
4.	General Responsibilities.....	1-1
5.	General Policies.....	1-2
6.	Definition of Engineering Field Division (EFD).....	1-2

CHAPTER 1

INTRODUCTION

1. PURPOSE AND SCOPE.

This publication has been prepared for use by Commander, Naval Facilities Engineering Command (NAVFACENGCOM) and Engineering Field Division (EFD) personnel dealing with the acquisition, disposal and utilization of real property and the maintenance of real estate records for which NAVFACENGCOM is responsible. It is intended to cover the general and usual procedures and requirements for real estate actions and will be followed in the consummation of all real estate actions to which it is applicable. The scope of this publication covers the authority, responsibility and procedures of NAVFACENGCOM, EFD's and any others concerned with the acquisition, disposal and utilization of real property and the maintenance of real estate records.

2. REFERENCES.

- (a) United States Navy Regulations, 1973

3. GENERAL AUTHORITY.

Section 700.203 of reference (a) provides that the Assistant Secretary of the Navy (Installations and Logistics) is responsible for the "acquisition, construction, utilization, improvement, alteration, maintenance and disposal of real estate and facilities---". Assignment of responsibility and delegation of authority for the accomplishment of real estate actions to NAVFACENGCOM has been accomplished by various Secretary of the Navy Instructions. The authority delegated to NAVFACENGCOM is exercised under the direction and control of the Chief of Naval Operations (CNO).

4. GENERAL RESPONSIBILITIES.

The responsibilities for real estate matters which have been assigned to NAVFACENGCOM with appropriate authority to accomplish all necessary actions, include the following:

a. Acquisition of title to all lands and improvements and lesser interests therein acquired for Naval purposes, except certain leases for the Marine Corps and acquisition of general purpose space in the National Capital Region (NCR).

b. Granting of easements, leases, licenses and similar interests in real property under the control of the Department of the Navy, when such use by others will not interfere with assigned military missions.

c. Disposal of excess Navy real property by Report of Excess Real Property to the General Services Administration (GSA), transfer, sale of improvements, termination of leaseholds or other temporary interests or otherwise as appropriate;

d. Processing of claims arising from the use and/or occupancy of real property;

e. Procurement and relinquishment of Federal jurisdiction over lands acquired for Naval purposes;

f. Maintenance and protection of all muniments of title to real estate acquired for Naval uses, together with appropriate records thereof;

g. Preparation of leases, deeds, easements, licenses, transfers, and other instruments necessary for the consummation of real estate transactions; and,

h. Liaison with all other Departments and Agencies of the Government in connection with real estate matters.

5. GENERAL POLICIES.

The following are broad policies of the Department of the Navy and NAVFACENGCOM in connection with real estate transactions:

a. To acquire only that real property which is necessary to meet approved military missions;

b. To acquire title or lesser interests in required real property by negotiation and direct purchase whenever practicable;

c. To base estimates of value for real property upon appraisals made by qualified, disinterested local contract or staff appraisers;

d. To take prompt action to dispose of real property excess to military requirements;

e. To advertise and outgrant, on a competitive bid basis, any real property which is not temporarily required to meet military requirements;

f. To require the payment of fair market value for easements granted and fair market rental for property which is made available for private use under leases, licenses or other forms of outgrants;

g. To construct buildings or other permanent improvements only on land in which the Government has fee title or a permanent easement.

6. DEFINITION OF ENGINEERING FIELD DIVISION (EFD).

EFD as used in this publication describes the Commander or Commanding Officer of the appropriate geographic Engineering Field Division or his designee serving the area in which the real property is located.